

General Order

Houston Police Department



ISSUE DATE:

April 29, 2020

NO.

200-09

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 200-09, dated January 20, 2012

SUBJECT: LINE INSPECTIONS

POLICY

Command Staff members of the Houston Police Department shall conduct regular line inspections (those carried out by personnel in charge of the employees, facilities, or procedures being inspected) using procedures appropriate to the structure and mission of their respective office, command, division, or unit. Command Staff members and supervisors at all levels shall participate in the responsibility for such inspections and for the correction of conditions discovered by the inspections.

This General Order applies to all employees.

1 INSPECTIONS DOCUMENTATION

Command Staff members shall ensure the standard operating procedures for their respective office, command, division, or unit include procedures for conducting, documenting, and correcting deficiencies discovered during inspections as outlined in this General Order.

2 PERSONNEL INSPECTIONS

All personnel shall be inspected at least once a month by their supervisor. The inspection shall ensure each employee's official uniform, special assignment uniform, plainclothes, or professional office attire complies with General Order 300-15, **Appearance and Grooming Standards**.

To document the inspection, supervisors may utilize the *Uniform Inspection* report available in the *Police Personnel System (PPS)* via the department's Intranet Portal.

All Command Staff members shall conduct an annual inspection of classified plainclothes personnel under their command to ensure they have a functional official uniform.

Command Staff members shall monitor inspections of personnel and shall be accountable for enforcing regulations in their office, command, division, or unit.

3 VEHICLE INSPECTIONS

Each Command Staff member or designee shall inspect all vehicles assigned under his or her control on a regular basis. Vehicle condition and presence of prescribed equipment shall form the basis for such inspections.

Command Staff members shall maintain procedures in their respective standard operating procedures that specify the personnel responsible for conducting vehicle inspections, the

procedures and criteria for the inspections, and the procedures for reporting and correcting deficiencies identified during the inspections.

4 INSPECTIONS OF STORED PROPERTY

Division commanders of specialized units that possess equipment and property routinely stored for use in emergencies and specialized situations are responsible for keeping that equipment and property in a state of operational readiness. Division commanders shall hold regular inspections of such equipment and property and shall devise published procedures in their divisions for reporting and correcting deficiencies identified during the inspections.

5 FREQUENCY OF INSPECTIONS

The inspections addressed in this General Order shall be carried out as described herein. For those inspection intervals not specifically described, the inspections shall be conducted frequently enough to be useful and effective. A Command Staff member may hold an unannounced inspection at any time as long as the inspection and the consequences of the inspection conform to the published procedures of the office, command, division, or unit.



Art Acevedo
Chief of Police